



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, JANUARY 9, 2008**

1. The meeting was called to order at 5:04 p.m.
2. **ROLL CALL:** Board Members Michael Rich, Roberto Rocha, Avonnet Peeler, Linda McHugh, Peter Horikoshi and Executive Secretary Karen Willis.

**ABSENT:** None

**STAFF PRESENT:** Jill Kovacs, Senior Management Analyst, Chris Low, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

**OTHERS IN ATTENDANCE:**

3. **MINUTES:** The minutes of the regular meeting of November 8, 2007 were presented for Board approval. Member Peeler moved to accept, Member Horikoshi seconded, and carried by a 5-0 vote.
4. **CONSENT CALENDAR:**

Member Rocha moved to accept the consent calendar, Member McHugh seconded and carried by a 5 -0 vote.

**SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF OCTOBER, NOVEMBER, DECEMBER 2007.**

<b>4A. ELIGIBLE LIST ESTABLISHED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Administrative Management Analyst	10/9/2007	207-47
Administrative Technician II	12/19/2007	207-71
Assistant City Attorney II	12/19/2007	207-74PR
Crime Analyst (Admin Tech III)	12/13/2007	207-64
Development Manager	12/4/2007	207-57
Distribution Engineer	12/5/2007	207-65
Division Chief	10/3/2007	207-16PR
Electrical Engineer	11/27/2007	207-41R
Electrical Mtce Technician	12/13/2007	207-62
Executive Assistant	10/30/2007	207-49
Housing Authority Mtce Team Leader	12/18/2007	207-73PR
Intermediate Clerk	10/23/2007	207-50
Jailer	12/3/2007	207-56
Police Officer (Lateral)	11/10/2007	207-53
Senior Electrical Engineer	11/13/2007	207-10PR
Utility Analyst/Asst Utility Analyst	12/11/2007	207-63
<b>4B. ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
CATV Network Engineer	5/24/2007	207-22

Construction Inspector & Survey Supervisor	6/9/2006	206-22PR
Customer Service Representative	7/20/2006	206-09
Firefighter	7/2/2007	207-37
Maintenance Worker I	7/25/2007	207-26
Planner I	7/18/2006	206-38
Program Spec I/II (Integrated Waste Mgmt Prog)	1/25/2007	206-63
Transportation Coordinator	1/5/2007	206-71

<b>4C. ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
Assistant City Attorney I/II	5/17/2006	206-16
Admin Mgmt Analyst (Human Resources Analyst)	7/31/2007	207-43
Information Technology Manager	8/5/2007	207-40PR
System Dispatcher	6/20/2007	207-25

**5. REGULAR AGENDA ITEMS**

**5-A Activity Report - Period of December 1, 2007 – February 31, 2008**

Board President Michael Rich asked whether or not there had been any non-voluntary separations. Executive Secretary Willis stated that there had not been any.

**5-B Article VII. Eligible Lists**

Chris Low shared that Human Resources staff met regarding continuous eligible lists. A decision was made based on a suggestion from the Civil Service Board. He explained that one eligible list will be used, and based on test scores candidate names will be merged onto this list. Subsequent names will be added as continuous testing occurs. Board Member Peeler asked when the list would expire. Chris Low explained that names would be placed on the eligible list for six months and would then be extended individually if the candidate was still being considered after the initial six month period. Board President Rich asked how many times someone could be extended. Jill Kovacs explained that a name can be certified for up to two years in six month increments. Chris Low also shared that the Police Department is currently two candidates away from being fully staffed, but that there are seven or eight more retirements expected within the coming year.

Board President Rich asked whether Section 4 of the Civil Service Rules would need to be amended. He stated that Section 1 would need to be changed as well. Chris Low handed out Sections 7 and 8 of the Rules which contained new wording.

Executive Secretary Willis stated that currently the Police Officer- Recruit list is certified to Part-Time while they are attending the Police Academy but that the City would like to be able to certify the names directly to Full-Time. She explained that in order for the Board to consider this change it would need to be noticed on the Agenda and copied to the Bargaining Units.

Board President Rich stated that a list of positions that are hard to fill had previously been given to the Board and he questioned whether or not Fire Fighter was on that list. Executive Secretary Willis stated that Firefighter-Paramedic is considered hard to fill but that Firefighter-EMT is not. She also stated that Firefighter-Paramedic is currently listed under Positions which Require Certifications in the Rules.

Board Member Rocha moved to accept Article VII, Eligible Lists with the revised wording, Member Horikoshi seconded and carried by a 5-0 vote.

**5-C Rules Review- Language**

Executive Secretary Willis stated that, at the last Civil Service Board meeting, Mr. Alan Elnick presented the Board with a letter regarding non Civil Service Employees in ACEA who have the right to a hearing with the Civil Service Board for disciplinary issues with more than 30 days suspension.

Board President Rich asked why Affirmative Action was scratched out in Article 1, Section 2. Executive Secretary Willis stated that she had not had a chance to ask the City Attorney about this. Board Member Horikoshi stated that "sex" should be changed to "gender".

Executive Secretary Willis distributed a "track-changes" version of the Rules to the Board. Board Member Horikoshi requested that page numbers be added, and Executive Secretary Willis stated that staff was working on it.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

(None)

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

(None)

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

(None)

9. There being no further business to come before the Board, the meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Karen Willis  
Human Resources Director &  
Executive Secretary to the Civil Service Board